

# PROCEDURE FOR REQUESTING AND MAKING TELEPHONIC APPEARANCE

**Honorable Vincent P. Zurzolo**

United States Bankruptcy Judge

**Updated 7-9-2009**

Judge Zurzolo approves some requests for telephonic appearances at hearings and status conferences. He **does not approve** telephonic appearances for: (1) pre-trial conferences; (2) chapter 13 plan confirmation hearings; (3) chapter 13 miscellaneous hearings; or (4) attorneys who have not filed papers in connection with the hearing/status conference. Please follow the guidelines below:

## I. Check Tentative Rulings

It is possible that a matter has been posted “no appearance required.” Please check the “**Tentative Rulings**” link on the main page of the court’s website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov).

*Monday Chapter 13 Confirmation & Miscellaneous matters* - no tentative rulings

*Tuesday hearings* - tentative rulings are posted the prior Thursday or Friday.

*Thursday hearings/status conferences* - tentative rulings are posted the prior Tuesday.

## II. Advance Request

*At least* 2 full court days prior to a hearing or status conference, contact Judge Zurzolo’s law clerk (213-894-3721 or 213-894-3755). Please provide the following information:

- \* Confirm that you have read all of these procedures
- \* Identify type of paper filed for this matter (e.g. motion, opposition, joint status report, etc.)
- \* Date and time of hearing/status conference
- \* Name & BK case number of Debtor, and Adversary Proceeding number (if applicable)
- \* Name & phone # of attorney requesting appearance.
- \* Confirmation that the attorney is either admitted to practice in the Central District of California or has received court approval to appear pro hac vice.
- \* Name of client
- \* Specific reason(s) for request (location, unavoidable scheduling, emergency, etc.)

A clerk will promptly call back to provide notice of Judge Zurzolo’s decision.

## III. Conditions for Approval

If **only one attorney is approved** for a specific time, that attorney has the choice to call the chambers line directly or via Court Call on the day of the hearing/status conference.

If **more than one attorney** is approved for a specific time, all approved attorneys must call together on one line, as there is only one phone line available in the courtroom. The first attorney approved has the choice of calling chambers directly via conference call, or having all approved attorneys use a pay service. All attorneys approved must cooperate to place the call.

## IV. Making the Telephonic Appearance on the Day of the Hearing/Status Conference

**TIME** -- Call **10 minutes prior** to the hearing/status conference (213-894-3755).

**METHOD** – Call on a regular land-line. Absolutely no cell phones or speaker phones.